RECORDS SERVICES DIVISION

MEMORANDUM FOR: Files   21 April 1954

SUBJECT: Security Office Filing Problems

1. Approximately two months ago Mr. ███████, Area Records 25X1A9a
Officer, Security Office called on me to discuss some of the problems
he was faced with in carrying out their records program. He said that
he felt that he needed our help and advice but couldn't ask us to work
directly with him because of objections to bringing anyone into the
file areas.

2. The immediate problem concerned the operations of two
separate divisons each performing almost the same operation, one covert
and one overt, and maintaining similiar files. Mr.████had been 25X1A9a
asked to make some recommendations in connection with the maintenance of
these files. It was his opinion, which he felt was shared by some
others in the office, that at least the index of the two divisions could
be combined, if not the files themselves. He submitted a memorandum to
his Chief,who in turn forwarded it to the Executive Officer,pointing out
certain discrepancies in the way in which the two files were maintained
and recommending that a survey be made, which would include someone such
as myself from the Management Staff.

3. The files of one division consist of approximately 500,000
items while that of the other division is around 60,000. However, the
files of the smaller division are expanding very fast as a result of
adding information taken from the larger group of files. Each division
maintains case files of documents filed numerically in folders. The
index to these case files are 3 x 5 cards filed alphabetically by name.
Some of the differences in maintenance of the files are as follows:

   a. Although the material filed is of letter size one division
uses legal size cabinets.

   b. One division uses two folders for each case. The extra folder
serves as a charge out card whenever a case was withdrawn.

   c. Different rules were used in the alphabetical filing of the
name index cards.

25X1A9a   4. On Friday 16 April I stopped by Mr.████office to ask what
progress was being made. At this time he told me he thought that a
decision had been made to continue to maintain the files of each division
separately. Consideration was now being given to standardizing the
filing rules. He had supplied a copy of the filing rules which are
included in our file manual. However, one division was opposed to adopt-
ing these on the grounds that most of their work was related to the DD/P

area, and that they wish to use the filing rules employed by that office.
These rules provide for name filing without consideration of the prefix.
That is, O'Neil would be filed Neil. Mr. ███████ asked what some of the 25X1A
objections might be to this system, and it was pointed out to him that
with many names it is difficult to tell whether the beginning is a
prefix or not. This can readily be seen by referring to a telephone book.
The following are a few of the names noted which are sometimes spelled
as one word and sometimes with a prefix: MacPherson - Macpherson,
MacMichael - Macmichael, De Hart - Dehart, DeGuire - Deguire and D'Arcey -
Darcey.

25X1A9a   5. I also asked Mr ███████ whether their searching rules provided
for looking under variations in spelling. He said that this was not done
and that it would be a serious matter if an item was in the files but
could not be located. I, therefore, suggested that he consider the use
of the Soundex System which groups together similiar sounding names.
I forwarded to him a copy of the brochure published by the Remington-
Rand Corporation describing the Soundex System, and told him that the
system was used by OCD/BR.

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